Project Management Division Functions

Strategic Planning and Portfolio Management

- Assist the ITIB and CIO through development of policies, standards, guidelines, and procedures for agency IT strategic planning and technology portfolio management that support ITIM principles and best practices.

- Evaluate and recommend (to the CIO) approval of Agency IT Strategic Plans.

- Continuously analyze and evaluate the Commonwealth Technology Portfolio in order to make appropriate investment recommendations to the CIO and ITIB.

- Evaluate and recommend (to the CIO and ITIB) planning approval of technology projects and procurements (submitted as part of Agency IT Strategic Plans) based on criteria established by the legislature, ITIB, and CIO.

- Monitor implementation of Agency IT Strategic Plans and report periodically to the CIO and ITIB.

- Provide continuous ITIM analytical and administrative support to VITA, the CIO, and ITIB.

Enterprise Program Management

- Assist the ITIB and CIO through development of policies, standards, guidelines, and procedures for effective program and project management that support ITIM principles and best practices.

- Provide the CIO and ITIB with an integrated, strategic view of technology programs and projects within the Commonwealth, allowing for the continuous prioritization and optimization of investments.

- Develop and execute an Enterprise Program Management Plan that focuses on effective baseline (cost, schedule, performance, and risk) management and the delivery of investment value to state government.

- Maintain a knowledge management repository to improve Commonwealth program and project management capabilities.

- Design and implement a Commonwealth Project Manager Development Program (PMDP), including project management training and project manager qualification.

- Evaluate and recommend (to the CIO and ITIB) major project development approval based on criteria established by the legislature, ITIB, and CIO.

- Provide assistance to agencies in the planning and development of IT projects.

Project Oversight

- Assist the ITIB and CIO through development of policies, standards, guidelines, and procedures for effective project management and oversight that support ITIM principles and best practices.

- Provide oversight for agency IT projects.

- Manage the Commonwealth Major IT Project Status Reporting Dashboard and the agency reporting process on behalf of the CIO and ITIB.

- Provide project management services (assistance) and support to Commonwealth project managers, agencies, Secretariats, and oversight committees.

- Manage the Agency Procurement Request (APR) approval process on behalf of the CIO.